Student Acceptable Use Policy

Tom Bean Independent School District offers Internet access for student use. This document contains the Acceptable Use Policy for your use of Tom Bean ISD's Electronic Communication System (TBECS) including Videoconferencing.

A. Educational Purpose

1. Tom Bean ISD's Electronic Communication System (TBECS) has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. TBECS has not been established as a public access service or a public forum. Tom Bean ISD has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in Tom Bean ISD's Disciplinary Code and the law in your use of TBECS.
3. You may not use TBECS for commercial purposes. This means you may not offer, provide, or purchase products or services through TBECS.
4. You may not use TBECS for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. Student Internet use is monitored by use of filtering software and by district personnel.

Beginning September 2012, the middle and high school students will have access to our wireless network. The students are expected to log into the wireless network just as they would a computer plugged into the network. (See Addendum A)

C. Unacceptable Uses--The following uses of Tom Bean ISD's Electronic Communication System are considered unacceptable:

1. Personal Safety

a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
b. You will not agree to meet with someone you have met on-line without your parent's approval.
c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

a. You will not attempt to gain unauthorized access to TBISD's Electronic Communications System or to any other computer system through TBECS or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
c. You will not use TBECS to engage in any other illegal act.

3. System Security

a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
c. You will not download software unless it has been approved by the district coordinator.
d. You will not download executable software files to your h: drive for software installation.

4. Inappropriate Language

a. Restrictions against Inappropriate Language apply to public messages and private messages.
b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
c. You will not post information that could cause damage or a danger of disruption.

d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
b. You will not post private information about another person.

6. Respecting Resource Limits

a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
b. You will not download large files unless absolutely necessary and approved by the district coordinator. This includes, but is not limited to streaming of video and/or audio files.
c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
d. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

a. You will not use Tom Bean ISD's Electronic Communications System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

Your right to free speech, as set forth in Tom Bean ISD's Disciplinary Code, applies also to your communication on the Internet. The TBECS is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Searches and Seizure

a. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker.
b. Routine maintenance and monitoring of TBECS may lead to discovery that you have violated this Policy, the disciplinary code, or the law.
c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
d. Your parents have the right at any time to request to see the contents of your TBECS computer files.

E. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through TBECS.

2. In the event there is a claim that you have violated this Policy or disciplinary code in your use of the TBECS, you will be provided with notice of the suspected violation and an opportunity to present an explanation before an administrator.
3. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the Tom Bean ISD's Disciplinary Code. Additional restrictions may be placed on your use of your Internet account.

F. Limitation of Liability

Tom Bean ISD has hardware in place to filter internet content by category. Although the hardware filters out much of the inappropriate material, it cannot filter everything on the internet. Students are still responsible for accessing only appropriate sites. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

G. Personal Responsibility

When you are using the TBECS, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

Tom Bean Independent School District

Acceptable Use Policy - Addendum A

Bring On Your Device

(BOYD)

Agreement and Instruction Guide

Technology Department – (903) 546-6076 EXT 236

Purpose and Procedures

In keeping up with technology trends, Tom Bean ISD is making the move to wireless internet capabilities. As part of our commitment, we will allow the following individuals access to the wireless network: faculty, staff, middle school, high school students, and pre-arranged guest accounts as needed. These individuals may access the wireless network using a laptop, smart phone, i-Pad, i-Touch, etc…

With classroom teacher approval, students may use their own devices in the classroom to access the internet for learning purposes.

Students **must agree to connect to the TBISD wireless network.** They are not allowed to connect to the internet using their 3G or 4G capability. CIPA laws require school districts to filter internet access to students and block inappropriate content from being accessed by students. The only way TBISD can filter internet usage is through our content filter. The only way we can filter is if they log into the wireless, we cannot filter 3G/4G connectivity. **If a student is caught using their device's wireless capability instead of accessing the school's wireless during school hours, their privilege of using their own device will be revoked.**

Guest access will be assigned by the technology department. Guest access will only be granted to individuals who are temporarily working with the district in some capacity. All guests must agree to abide by the Acceptable Use Policy written for the district.

Frequently Asked Questions

STAFF

Q: Am I required to allow my students to access their technology tools in the classroom?
Answer: No. We encourage teachers to use technology in their classroom, and this is one method to achieve that goal. There is no requirement of teachers to allow this. You are in charge of the way your class functions and the rules that apply.

Q: I don't have time in a class period to help them troubleshoot connectivity problems during my class period. Am I responsible for this?
Answer: No. Students who may have technical issues with their technology tool need to take care of this issue by working with their user's manual that came with the device out of the classroom. These are not TBISD devices and the district is not allocating resources at this time to troubleshoot issues. You are welcome to help if you choose, but it is not a staff member's responsibility to ensure that student owned technology is functioning properly.

Q: I have students on my campus who are accessing the Internet using their provider's data plan (AT&T, Sprint, Verizon etc.) on their smart phones or laptops. Is this allowed?
ANSWER: No. We have agreed that the students must use the wireless internet connection while they are at school. If you catch somebody using their own provider's service, follow the procedures you would as if they were breaking a rule; write up the incident and turn it into the office.

Q: I have my own laptop and a smart phone. I would like to utilize these tools at work. Does this new plan include campus staff?
Answer: Yes. Campus staff can also access the network using their username and password.

Q: Should I call the technology office if one of my student's devices is damaged or stolen?
Answer: No. Any theft issues should be handled as you normally would on your campus. Notify the principal as soon as possible. TBISD is not responsible for any damage or theft of student owned technology tools. It would be good to remind students to keep a record of the device's serial number just in case a theft occurs.

PARENTS

Q: As a parent, I am concerned about sending my child's laptop to school with him/her? How safe will it be from theft.
Answer: TBISD cannot be responsible for your personal laptop that is brought to school. Your child should take extra care to make sure it is locked up if unattended at any time. You can also install a tracking software such as *Absolute Software* to track the location in case of theft.

Q: If my daughter's laptop is stolen or damaged, what recourse can I take?
Answer: The district is **not** responsible for any damage or theft of student owned equipment. Installing tracking software can help locate the equipment if it is stolen, and keeping track of the device's serial number, model and type will be helpful as well. Theft or vandalism of any kind should be reported immediately to a campus administrator, so he/she can take the appropriate steps.

Q: I am the president of a booster club at TBISD. When we hold meetings, will we have access to the TBISD guest network after school hours?
Answer: Yes. As long as you pre-arrange this with the technology department.

Q: What are the campus/classroom rules for using student owned devices including phones?
Answer: Teachers make the final decision for any technology tools used in the classroom. When they use their own technology tools in the classroom, they must abide by the Acceptable Use Agreement.

Q: Will my child have access to communication tools like email or message boards while on the TBISD guest network?
Answer: The only email allowed by students will be accessed through the TBISD wireless network and monitored . Several teachers use google as a learning tool, and the students need an email log in to access some of the files.

Q: Where can I see the Acceptable Use Policy for Technology?
Answer: You can find the link to the Acceptable Use Policy at: http://www.tombean-isd.org

STUDENTS:

Q: I have my laptop with me in class. How do I get on the Internet now?
Answer: Most laptops or other personal devices (smart phones), will detect a wireless connection when you are near one. Most of the time your technology tool will ask you if you would like to join the network. Choose the Tom Bean Wireless Connection and click connect. Once you choose this network, you should receive a log in page. Use your log in that you use to access the computers at the school.

My laptop is not prompting me to choose a wireless network. Is there another way to connect?
Answer: In the settings menu of your device, there is usually an icon for a network, go to this icon and choose the Tom Bean Wireless Connection from the list or prompt your computer to look for wireless networks in range. Always consult your tool's owner's manual for exact directions for accessing a wireless network.

Q: I brought my iPad to school to use in the classroom, but my teacher said I couldn't use it in her classroom. Can I still use it?
Answer: No. The teacher in the classroom has the final say on procedures in their classroom. If he or she asks you not to use your technology tool, then you should follow those directions. Access is only available, not guaranteed for each classroom situation.

Q: I just can't get my laptop to connect to the network. Can I get some help from someone?
Answer: You can check with the Technology Department. It is never guaranteed that the staff will be able to help you immediately with your own equipment.

Q: *I need to save my work in my TBISD shared folder. Why can't I access this resource?*
Answer: Your device is not part of our network, and therefore will not see the network folders. You will have to save your work to a jump drive and transfer it to your shared folder.

Q: I cannot print from my own device?
Answer: Only equipment that is on our network can print to the printers. You will have to save your work to a jump drive and transfer it to a computer on the network to print.

Q: My laptop was stolen when I brought it to school. Who should I contact about this?
Answer: Bringing your own technology tools to school can be useful, however some risks are involved as well. TBISD is not responsible for the theft of a device nor are we responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense.

Q: Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own tool?
Answer: Student filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered, regardless of the tool you use to access it while in a public school. Your laptop or phone is the device, the network you are using while at school belongs to TBISD and will be filtered.

Q: Am I still held accountable for the Acceptable Use Policy I signed at the beginning of the school year even though this is my own personal computer?
Answer: Yes. The Acceptable Use Policy for TBISD remains in effect even when you are using your own laptop, smart phone, iPad etc. Each time you access the network at school you must abide by the agreement you signed. If you need to review it, follow this link: http://www.tombean-isd.org

Acceptable Use Policy and Addendum A **(Revised – September 2012)**

It is possible that your child may find material on the Internet that you would consider objectionable. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment and we use an internet filter to limit access to inappropriate material. However, with the world wide web changing daily, the software is not entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet. Please contact the school if you have any questions or concerns.

I have read the District Acceptable Use Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to TBISD to issue an account for my child to access the network resources provided.

BOYD (Bring On Your Device) – I understand that if I am allowed to use my own technology in the classroom, I must follow the rules written in the policy. I fully understand that I MUST log into the network provided by the school and not use my phone provider's internet access. I realize that if I disobey the above statement, I will lose my privilege of bringing my own technology to school, and face further disciplinary actions.

Student Name _____ Year of Graduation _____

Student Signature _____

Parents: In signing this agreement, you are aware of the policies set forth in the Acceptable Use Policy and the BOYD Addendum. In signing this document you are also documenting that you are aware that your child can access the internet with your provider's service coverage instead of our wireless network. This is **not allowed** at our district, and your child will lose his/her privilege of using their own device if they choose to connect that way.

TBISD is in compliance with CIPA. I understand that my child is responsible for their own behavior on the internet.

Parent Name (Printed) _____

Parent Signature _____ Date: _____

EdNet10 Videoconferencing Participant Agreement

TBISD offers video conferencing as a classroom possibility. I understand that in a Distance Learning Classroom voices, physical presence, and participation in classroom activities will be transmitted to distance learning sites and will be electronically recorded. I hereby agree that my/my child's voice, presence, and participation, and electronic recording of these classes will not be a violation of my personal rights and hereby release any claims for the use of such.

Signing this statement allows your child to be a part of any video conference that has been set up by the TBISD staff.

Student Signature _____ Date _____

Parent Signature _____ Date _____